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Economic and Social Council

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United Nations Forum on Forests
Tenth session
Istanbul, Turkey, 8-19 April 2013

Information for participants

Note by the Secretariat

I. Background

1. The Economic and Social Council, in its decision 2011/249, welcomed and accepted the generous offer of the Government of Turkey to host the tenth session of the United Nations Forum on Forests in Istanbul, Turkey, from 8 to 19 April 2013. In accordance with the Forum's multi-year programme of work, the overall theme of the tenth session will be "Forests and economic development".

II. Dates and venue

2. The tenth session of the Forum will be held from 8 to 19 April at the following venue:

Lütfi Kirdar Convention and Exhibition Centre
34367 Harbiye
Istanbul, Turkey
Website: http://www.icec.org/
Telephone: 90-212-373-1100
Fax: 90-212-224-0878

III. Opening of the session and seating arrangements

3. The tenth session of the Forum will open on Monday, 8 April, at 10 a.m. in Anadolu Auditorium. Delegations are requested to be in their seats by 9.45 a.m.

4. The session will be opened by the Under-Secretary-General for Economic and Social Affairs, who will preside over the designation of the Chair and the Rapporteur of the Forum for its tenth session. In accordance with Economic and Social Council resolution 2000/35, seating in the conference room will be provided to all States Members of the United Nations and States members of the specialized

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agencies. Each Government will be assigned four seats, two at the table and two adviser seats. Specifically identified seating will be available for other participants in the Forum. Observers of the session will be seated in the back and side of the conference room, in a one-plus-one format (one seat at the table, with one adviser's seat immediately behind).

5. Delegations will be seated in English alphabetical order.

IV. Provisional agenda and organization of work

6. The annotated provisional agenda for the tenth session of the Forum is contained in document E/CN.18/2013/1/Rev.1. The organization of work for the session is available on the Forum website at http://www.un.org/esa/forests/session-agenda.html.

7. The programme of meetings will be printed in the *Journal of the United Nations*, issued daily in English and French. Participants are encouraged to check the *Journal* for the latest information about meetings, including the titles, times and locations of meetings, agenda items to be considered and relevant documentation. The updated programme will also be announced on the programme boards at the information desks.

8. Session side events will be held during lunch and in the evening in conference rooms Topkapi A and Topkapi B, and will be open to all session participants. Side events should relate to the goals and objectives of the Forum and be relevant to the Forum process and the theme of the tenth session, "Forests and economic development". Member States and accredited organizations interested in requesting the scheduling of a side event were requested to do so using the guidelines and application form available at http://www.un.org/esa/forests/session-sideevents.html. The Forum secretariat made every effort to schedule each event according to the most preferred date and time, although this was not always possible, given the number of requests.

V. Flag-raising ceremony

9. The flag-raising ceremony at the Lütfi Kırdar Convention and Exhibition Centre will take place on Saturday, 6 April 2013, at 1 p.m.

VI. Requests for meetings

10. Subject to the availability of space and services, every effort will be made to accommodate meetings of regional and other major groupings of Member States, as well as informal meetings and bilateral meetings. Requests (other than those for the scheduling of side events, as referred to in para. 8 above, and bilateral meetings, as referred to in para. 11), should be sent by e-mail to emeetsm@un.org (specifying the type of meeting in the subject line) or by contacting Ms. Janet Hizon (e-mail: hizon@un.org), Programme Officer of the Meetings Management Section, which will be located on the lower level of Rumeli Hall.

VII. Bilateral meetings

11. For bilateral meetings among Member States at the Head of Government or ministerial level, eight rooms, each with the capacity to hold a maximum of eight participants, will be available in conference room Domabache C of the Lütfi Kirdar Convention and Exhibition Centre from 8 to 19 April 2013. Requests for the scheduling concerning bilateral meetings should be submitted at icms.un.org (following the same procedure as at Headquarters in New York) or by e-mail to bilats-msu@un.org. Any other questions on bilateral meetings may be directed to Mr. Kefentse Ndonga (e-mail: ndongak@un.org), Chief of the Meetings Servicing Unit. Final confirmation of all room assignments will be made the day before the meeting at the latest. In order to prevent double bookings, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute blocks of time. It is essential that all requests specify the date and time of each bilateral meeting and include the name of the other delegation participating. Every effort will be made to keep consecutive appointments by the same delegation in the same room.

VIII. Interpretation

12. The six official languages of the Forum are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary and at meetings of the two working groups will be interpreted in the official languages. The host Government will provide interpretation services in Turkish for meetings of the plenary and working groups. The extension of meetings beyond their scheduled time and the provision of interpretation services to regional and other major groups of Member States and for bilateral meetings will be arranged according to the availability of such services.

13. Statements made in any of the six official languages of the Forum will be interpreted into the other official languages. Any representative may make a statement in a language other than the six official languages. In that case, the representative must provide either interpretation services or a written text of the statement in one of the official languages, along with a pointer to facilitate its delivery in the meeting. The interpreted version of the statement or the written text submitted in one of the official languages will be regarded by the secretariat as representing the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

IX. Circulation of written statements

14. Delegations and participants included on the list of speakers who wish to circulate their statements in the Plenary Hall are requested to provide an electronic copy of the statement by e-mail to documentation@un.org for upload to the Forum website (http://www.un.org/esa/forests/) as soon as available and at least two hours in advance of their designated speaking slot. A hard copy of the statement may also be delivered to the document distribution counter outside Anadolu Auditorium for uploading and for United Nations services. Statements will be accessible to participants only when delivered.

X. Documentation

15. The official documentation of the Forum will be issued in Arabic, Chinese, English, French, Russian and Spanish. The main document counter for delegations will be located outside Anadolu Auditorium. Each delegation will be assigned an individual box in which copies of all official documents issued during the session will be placed. Delegations are reminded that the document boxes are exclusively for the distribution of official documents of the Forum and may not be used for the circulation of any other papers or documents.

XI. Hotel accommodations

16. Owing to the limited availability of hotel rooms in Istanbul in April, delegates are encouraged to finalize their accommodations for the session as early as possible. Details regarding hotel arrangements are available at http://dekon.com.tr/unff10.

XII. Visa

17. A visa for entry into Turkey may be required. The participants concerned are strongly advised to seek information about applicable visa requirements from Turkish diplomatic or consular missions in their home countries. A list of Turkish diplomatic and consular missions is available at http://www.mfa.gov.tr/turkish-representations.en.mfa.

18. Where a visa is required, applicants are strongly advised to apply as early as possible. Before applying for a visa for entry into Turkey, all participants must complete their online registration for the session at http://iAccredit.un.org. The note verbale transmitted by the Secretary-General and/or a document issued by a relevant home country authority that proves official participation may facilitate the obtaining of a visa.

19. In order to obtain a visa, applicants must hold a passport that has been valid for at least six months; fill out the visa application form, which can be downloaded at http://www.mfa.gov.tr/data/KONSOLOSLUK/visaform.doc; provide a passport-sized photo; and present a copy of confirmation of accreditation for the tenth session of the Forum.

20. Special visa-on-arrival arrangements will be made for accredited participants from countries where no Turkish diplomatic or consular mission exists. Those participants can obtain their visas at border gates provided that they hold a passport that has been valid for at least six months and a copy of confirmation of session accreditation.

21. All visas for participants officially attending the session will be issued free of charge.

22. The Turkish authorities will do their utmost to facilitate entry procedures for all participants.

XIII. Access, accreditation and registration of delegates

23. Participation in the tenth session of the United Nations Forum on Forests shall be at the invitation of the Secretary-General to all States members of the Forum and will also be open to participation by representatives or observers of:

(a) Intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the sessions and the work of all international conferences convened under its auspices, in accordance with Assembly resolution 3237 (XXIX) and 43/177;

(b) Intergovernmental organs of the United Nations;

(c) The Government of Turkey, as host of the session;

(d) Specialized and related agencies of the United Nations;

(e) Major groups as identified in Agenda 21, comprising organizations that are accredited with the Economic and Social Council, and the Commission on Sustainable Development;

(f) Organizations that are accredited with the United Nations Forum on Forests;

(g) The Collaborative Partnership on Forests, in accordance with Forum resolution 1/3;

(h) Individual experts and consultants invited by the United Nations;

(i) Other persons invited by the United Nations.

24. There is no registration fee for participation in the Forum. All costs of participation will be the responsibility of participants. However, special arrangements were made to provide financial assistance to facilitate the travel of representatives of developing countries and countries with economies in transition, as indicated in the note verbale from the secretariat dated 5 February 2013.

XIV. Accreditation of delegations of Member States, intergovernmental organizations and specialized agencies

25. Delegations of Member States, intergovernmental organizations and specialized agencies are required to submit, no later than Friday, 29 March 2013, a letter signed by an authorizing official and providing an official delegation list that includes names, functional titles and affiliates, through their permanent missions or liaison offices to the Protocol and Liaison Service in New York:

Protocol and Liaison Service
Attn: Ms. Wai Tak Chua
Fax: +1-212-963-1921
http://www.un.int/protocol

A copy should also be sent to:

Economic and Social Council Affairs Branch
General Assembly and Economic and Social Council Affairs Division
Department for General Assembly and Conference Management
Fax: +1-212-963-5935

26. The submission of a letter signed by an authorizing official should be followed by online registration. Log on to http://iAccredit.un.org and complete the following procedure:

Step 1: Register and confirm your account by clicking the link in the confirmation e-mail;

Step 2: Log on to the website and create your personal and business profiles;

Step 3: Upload your photograph;

Step 4: Submit your profile for the session.

27. Upon verification of the information included on the delegation lists, the Protocol and Liaison Service will authorize pass applications. Delegations are reminded to kindly send in their official lists before the deadline, Friday, 29 March 2013. It is to be noted that no approval will be granted prior to the receipt of the official delegation lists or letters of nomination.

28. The on-site accreditation by the Protocol Accreditation Unit of delegates of Member States/observers, intergovernmental organizations and specialized agencies will begin in Istanbul on Friday, 5 April 2013, at the Accreditation Centre, located at:

Harbiye Military Museum and Convention Hall
Ahmet Fethi Paşa Hall
34369 Harbiye — İstanbul
Telephone: +90-212-233-2720
Fax: +90-212-296-8618
www.tsk.tr/ing/2_general_issues/2_1_military_museum/military_museum.htm

29. Please access the building from Cumhuriyet Street. In order to avoid long queues, it is recommended that participants pick up their badges at the earliest convenience.

XV. Accreditation of major groups

30. Major group organizations that are accredited with the Economic and Social Council and the Commission on Sustainable Development may participate in the session. To pre-register, log on to http://esango.un.org/irene/?page=viewContent&nr=20832&type=8&section=8. **Pre-registration will close on 25 March 2013**. No requests can be entertained after this date.

31. Organizations that are not accredited with the Economic and Social Council or the Commission on Sustainable Development may attend the session as part of the delegation of their country or the delegation of an accredited organization.

XVI. Accreditation of media representatives

32. Media accreditation for the tenth session of the Forum is strictly reserved to members of the press: print, photo, radio, television, film, news agencies and online media who represent a bona fide media organization. The deadline for applying for early accreditation is 4 April 2013; on-site accreditation starts on 5 April 2013.

33. Until 4 April, media representatives can send their session accreditation request by sending a letter of assignment on the official letterhead of a media organization signed by the publisher or editor-in-chief, indicating the name and duration of assignment of the journalist(s) who will cover the session. Scanned letters should be sent as a PDF attachment to malu@un.org (with "UNFF10" as the subject) or faxed to +1-212-963-4642.

34. Media representatives are required to also register for the session online by logging on to http://iAccredit.un.org and completing the following procedure:

Step 1: Register and confirm your account by clicking the link in the confirmation e-mail;

Step 2: Log on to the website and create your personal and business profiles;

Step 3: Upload your photograph;

Step 4: Submit your profile for the session.

35. Press passes can be picked up or applied for on-site from 5 to 12 April 2013. Media representatives must present a valid ID. It must include a current passport issued by a State recognized by the General Assembly, along with a press card, a work ID, driver's licence or another form of official photo ID.

36. From 5 to 12 April, media representatives can bring their letter of assignment with them to the accreditation site:

Harbiye Military Museum and Convention Centre
Ahmet Fethi Paşa Hall
34369 Harbiye — İstanbul

37. Further details about media accreditation are available at the Media Accreditation and Liaison Unit of the Department of Public Information website, at http://www.un.org/en/media/accreditation/UNFF10.shtml.

XVII. Access to the session site and conference rooms

38. Access to the session site and conference rooms will be granted upon the presentation of a valid United Nations conference pass or VIP pass. Participants holding a conference pass are subject to screening at the main entrance of the Lütfi Kirdar Convention and Exhibition Centre. Holders of VIP passes (VIP group), including Heads of State or Government, Vice-Presidents, Crown Princes and Cabinet Ministers, as well as their spouses, will be exempt from screening. In order to obtain a conference pass or VIP pass, the accreditation procedure set out in the present note must be fully respected.